

DISASTER PREPAREDNESS MANAGER

DEFINITION

To plan, organize, direct, and manage the activities of the disaster preparedness section within the Fire Department; to coordinate section activities with other agencies and City departments; and to provide highly responsible technical support to the Fire Chief and City Manager.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Administrative Deputy Fire Chief.

Exercises direct supervision over assigned professional, technical, and clerical staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Plan, develop, and implement a Comprehensive Emergency Disaster Preparedness Plan for the City of Chula Vista; manage and maintain the City's Emergency Operation Center.

Establish a Citizen Emergency Response Team (CERT) and provide CERT members with training exercises in emergency relief efforts.

Identify potential hazards in the community and develop action plans; monitor natural disasters, hazardous spills, biological and chemical attacks and other acts of terrorism.

Develop training materials and scenarios including City emergency drills.

Coordinate critical infrastructure and telecommunication needs in the event of an emergency.

Prepare and make presentations to City Council, staff, and other agencies in the community; disseminate information and educational materials on disaster preparedness in the event of a natural disaster or crisis situation.

Coordinate and participate in communication with schools, hospitals, community, the press, and other agencies.

Organize teams, plan training sessions, manage resources, and supervise multiple teams.

Plan, develop and oversee the work of assigned staff and volunteers.

Participate in the preparation and writing of Council agenda statements.

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Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Participate in budget preparation and administration; prepare cost estimates for budget recommendations; monitor and control expenditures.

Prepare, oversee, and track reimbursement claims to State and Federal agencies.

Prepare reports and correspondence related to assignment.

Build and maintain positive working relationships with co-workers, other employees, and the public using principles of good customer service.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Principles and practices of disaster preparedness plans.

Hazardous biological and chemical substances and materials.

California Emergency Plan and California Master Mutual Aid Agreement.

Health and environmental safety rules and regulations.

Protocols of State, Federal and local agencies, including Federal Emergency Management Agency (FEMA) and Office of Emergency Services (OES).

Principles and practices of assessment analysis and strategic planning techniques.

Principles and practices of public speaking.

Site assessment and mitigation techniques for environmental and chemical hazards.

Budgeting procedures and techniques.

Planning, scheduling, and supervision.

Computer equipment and software applications related to area of assignment.

Principles and practices of work safety.

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Ability to:

Organize, implement, and maintain a Comprehensive Emergency Preparedness Plan for the City of Chula Vista.

Present stand up training and make group presentations.

Assist in the development and monitoring of an assigned program budget.

Develop and recommend policies and procedures related to assigned operations.

Explain pertinent City and department policies and procedures.

Manage and prioritize workload to ensure completion within established time schedule.

Work well under pressure and in a crisis situation.

Work independently with minimum supervision.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in environmental safety and emergency services, including one year of supervisory responsibility.

Training:

Equivalent to a Bachelor's Degree from an accredited college or university with major course work in environmental science, occupational health and safety, public administration or a closely related field. Possession of Hazardous Materials Management and/or Chemical Emergency Response Certificates is highly desirable.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, stand, or walk for long periods of time; perform simple grasping and fine manipulations; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 30 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level; there is some exposure to the external environment when going to outlying offices. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.